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Citizenship Manual *for* Cleveland, Ohio

===== SIXTH CITY =====



How to Become a Citizen
What Our Government Is
Rights and Duties

THIS BOOK BELONGS TO

Name _____

Address _____

Keep this Manual, it will always be useful to you.

“AMERICA”

America is a Republic

of the People,
for the People
and
by the People.



THE CITY OF CLEVELAND

extends a cordial welcome to all Immigrants who
make Cleveland their home, and desire to become
GOOD AMERICAN CITIZENS.



NOTE:—This text is especially prepared for use in CITIZENSHIP CLASSES. The pages of this Manual may be used as a loose-leaf note-book. Remove the wire stitches from the book, insert text in cover, fill in with paper of Banner Note Book No. 12956 (10c a package) and fasten with Dennison's paper fasteners No. 23.

CITIZENSHIP MANUAL *for* CLEVELAND, OHIO.

SIXTH CITY



Prepared by a Committee
———of the———

Cleveland Immigration League,
American Club and
The City Immigration Bureau
of Cleveland.



Copyright, 1914, by
R. E. COLE,
Secretary of the Cleveland Immigration League.

BRIEF FACTS ABOUT NATURALIZATION IN CLEVELAND.

BECOME A CITIZEN, PROUD OF AMERICA, which gives you liberty, equality and justice.

HOW?—By securing first and second papers.

WHEN?—First papers any time, second papers after five years' residence in this country.

WHERE?—Federal Clerk's Office of the United States District Court, Room 326, Post Office Building; or County Clerk's Office, Second floor, New Court House.

FIRST PAPER, DECLARATION OF INTENTION.—Can be taken out at any time after your arrival.

GO before a Clerk of Naturalization Court. Fill out a blank form, name, address, etc. Answer all the questions on the blank. Swear that your statements are true. Fee \$1.00.

SECOND PAPER, PETITION OF NATURALIZATION.—Can be taken out not less than two years nor more than seven years after taking out your first paper. Fee \$4.00.

Go before the Clerk of a Naturalization Court. Bring two citizen witnesses, who must swear that they have known you for five years in this country and one year in this state.

For any information about Naturalization papers, examinations, etc., go to the Clerks of the Naturalization Courts or CITY IMMIGRATION BUREAU, CITY HALL.

CITIZENSHIP CLASSES OF THE FREE PUBLIC NIGHT SCHOOLS.

JOIN a Naturalization Class, and BECOME an American Citizen.

To be naturalized, you must understand our Government and pass an examination in Court before a Judge.

The City of Cleveland, through its FREE PUBLIC NIGHT SCHOOLS, prepares you FREE OF CHARGE for Citizenship.

These schools will assist you to secure your Papers and prepare you for the examination.

City, State and National Government are explained.

Trips are made to Public places of interest.

NOW IS THE TIME FOR YOU TO JOIN.

Location of Class nearest to your home furnished by the CITY IMMIGRATION BUREAU.

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THE CITY IMMIGRATION BUREAU.

"To serve the Immigrant."

The City of Cleveland maintains this Bureau for the benefit of all Immigrants coming from foreign countries. It assists those who intend to settle here and desire to become good American citizens.

It gives you information and advice ENTIRELY FREE with reference to citizenship papers, employment and other important matters. The activities of the City Immigration Bureau are many and varied:

- (1) DEPOT WORK.—It receives the Immigrant at the depots and assists him to his destination.
- (2) EMPLOYMENT.—It helps the Immigrant find work on arrival and thereafter working through all reliable employment agencies, especially State-City Free Labor Exchange, City Hall.
- (3) EDUCATION.—It promotes the teaching of English and of citizenship in co-operation with the Board of Education.
- (4) CITIZENSHIP.—It increases the opportunities for citizenship in co-operation with the Clerks of Naturalization.
- (5) INFORMATION AND COMPLAINTS.—It informs the Immigrant of our Institutions, gives him advice and investigates complaints.
- (6) PUBLICITY AND PUBLICATIONS.—It informs the people of Cleveland of the activities of the Bureau and publishes certain pamphlets for the guidance of the Immigrant.



All Immigrants are Cordially Invited to Visit the

CITY IMMIGRATION BUREAU,

City Hall,

whenever they are in any difficulty, in need of any advice, information or assistance.

YOU ARE WELCOME.

AMERICAN CITIZENSHIP.

Naturalization—This is the method required by the laws of our National Government for a citizen of another country to become a citizen of the United States.

Naturalization Papers are issued by any court of record, such as our United States District or County Common Pleas Courts.

Advantages of American Citizenship.

The advantages of being a citizen of our country are many. The important ones are:

FIRST.—You become a citizen of one of the greatest countries of the world.

SECOND.—You have the right to vote and help make the laws which govern our nation.

THIRD.—You have the privilege of holding public offices, except that of President of the United States.

FOURTH.—You can secure certain employment which requires citizenship, such as fireman and policeman.

FIFTH.—You have protection for yourself, family and property in American and in foreign countries.

Responsibilities of Every American Citizen.

The advantages of citizenship carry with it certain duties.

It is your duty when you become a citizen of the United States

(1) To obey and respect the laws of our country.

(2) To take an interest in American Government.

(3) To vote intelligently and for the welfare of all the people.

(4) To fight in our army and navy in time of war.

(5) To serve on a jury in our courts when called upon.

QUESTIONS ON THE LESSON.

1. What is Naturalization?.....
.....
2. Which Courts issue Naturalization papers?.....
.....
3. What are the advantages of American citizenship?.....
.....
.....
4. What are the responsibilities of every American citizen?.....
.....
.....
5. What is a jury?.....
6. What does the right to vote mean?.....
.....
7. How can a citizen vote intelligently?.....
.....

HOW TO BECOME A CITIZEN OF THE UNITED STATES.

QUALIFICATIONS.—Our country requires you to fulfill certain conditions before you can be admitted to American Citizenship.

The important requirements are:

FIRST.—You must be over 18 years of age and speak the English language.

SECOND.—You must prove five years' continuous residence in the United States and one year in the State.

THIRD.—You must have two witnesses, citizens of the United States who have known you for the past five years in this country and are willing to appear in your Naturalization proceedings.

FOURTH.—You must believe in the Constitution of the United States and must have a sufficient knowledge of our Government to pass an examination before a judge.

FIFTH.—You must renounce all allegiance to your native country and you must take an oath of allegiance to your adopted country.

REFUSAL OF NATURALIZATION.—You cannot become a citizen of the United States:

(1) If you are a polygamist; namely, one who believes in having more than one wife at the same time.

(2) If you are an anarchist; namely, one who is opposed to organized government.

(3) If you are of bad moral character.

(4) If you are not informed about the laws and institutions of the United States.

(5) If you do not speak the English language.

CITIZENSHIP PAPERS.—Three citizenship papers are necessary in order to be naturalized.

First paper—DECLARATION OF INTENTION.

Second paper—PETITION FOR NATURALIZATION.

Final paper—CERTIFICATE OF NATURALIZATION.

QUESTIONS ON THE LESSON.

- 1 What are the important requirements for Naturalization?.....
.....
.....
.....
2. What is polygamy?.....
.....
3. What is anarchy?.....
.....
4. How many papers are necessary for naturalization?.....
.....
- 5 What is the First Paper called?.....
.....
6. What is the name of the Second Paper?.....
.....

FIRST PAPER—DECLARATION OF INTENTION.

What the First Paper Is.

The first paper is called "The Declaration of Intention" because it means that the applicant is desirous of becoming a citizen and therefore declares his intention to do so.

First paper can be secured at any time after arrival in the United States, by an alien 18 years of age or over.

No witnesses are needed to the first paper.

A knowledge of the English language is not necessary.

The cost of the first paper is ONE DOLLAR.

According to the law, a first paper taken out since Sept. 27, 1906, is void after seven years from the date it was issued.

First papers taken out prior to Sept. 27, 1906, are still valid, and can be used to secure final paper.

Sample of the Official Application for First Paper.

Form 2213

FACTS FOR DECLARATION OF INTENTION.

U. S. DEPARTMENT OF LABOR. Naturalization Service.

NOTE.—A copy of this form will be furnished by the clerk of the court to each applicant for a declaration of intention. After being filled out the form is to be returned to the clerk, to be used by him in properly filling out the declaration. If the applicant landed on or after June 29, 1906, his declaration should not be filed until the name of the vessel is definitely given (or the name of the railroad and border port in the United States through which the alien entered), as well as the date of arrival.

TO THE APPLICANT.—The fee of one dollar must be paid to the clerk of the court before he commences to fill out the declaration of intention. No fee is chargeable for this blank.

Name:..... Age:.....years.
(Do not abbreviate any part of name by initial or otherwise.)
(Give age at last birthday.)

Occupation
Color:..... Complexion:.....
Height:.....feet.....inches. Weight:.....pounds.
Color of hair:..... Color of eyes:.....
Other visible distinctive marks:.....
(If no visible distinctive marks so state.)

Where born:.....
(City or town.) (Country.)

Date of birth:....., ..., ...
(Month.) (Day.) (Year.)

Present residence:.....
(Number and street.) (City or town.) (State, Ter., or Dist.)

Emigrated from:.....
(Port of embarkation.) (Country.)

Name of vessel:.....
(If the applicant arrived otherwise than by vessel, the character of conveyance or name of transportation company should be given.)

Last place of foreign residence:.....
(City or town.) (Country.)

I am now a subject of and intend to renounce allegiance to* (See note.)
.....
(Name.) (Title.)

Date of arrival in United States:....., ..., ...
(Month.) (Day.) (Year.)

Port of arrival:.....
(City or town.) (State or Territory.)

*Note.—If applicant is a citizen of a foreign Republic he should fill in the following line in lieu of the above, writing the name of the Republic only.

I am now a citizen of and intend to renounce allegiance to the Republic of
.....

CERTIFICATE OF ARRIVAL.

All aliens who have come to the United States AFTER JUNE 29th, 1906, must secure a "Certificate of Arrival" from the Division of Naturalization, before applying for the Second paper.

This certificate may be had Free of Charge by mailing a "Request" application to "The Chief of the Division of Naturalization, Department of Labor, Washington, D. C.," with the FIRST CITIZENSHIP PAPER. Request blanks are furnished free by the Clerks of Naturalization. If the alien landed BEFORE JUNE 29, 1906, no "Certificate of Arrival" is needed for filing "Petition for Naturalization."

Sample of a Request for Certificate of Arrival.

REQUEST FOR CERTIFICATE OF ARRIVAL.
For Use of Aliens Arriving After June 29, 1906.

U. S. DEPARTMENT OF LABOR.
Naturalization Service.

Notice to the Clerk of the Court:

This form is to be used only where an alien arrived in this country after June 29, 1906.

When an alien desires to petition for naturalization, this form should be given to him before he is permitted to file his petition, and the execution of the petition for naturalization should not be commenced until the certificate of arrival is received by the clerk of the court. The alien should be directed to complete the letter below and carefully fill in all the blanks in this form, as the information is necessary to obtain the certificate of arrival, and will aid the clerk of the court in filing the petition for naturalization. The alien should then mail this form to the Commissioner of Naturalization, Department of Labor, Washington, D. C.

That official will at once take steps to obtain and forward to the clerk of court the certificate of arrival required by section 4 of the act of June 29, 1906, to be attached to and made a part of the petition at the time of its filing. The statement of facts will also be forwarded to the clerk of the court. Notice will also be given to the alien that the certificate has been sent to the clerk of the court named by him.

Commissioner of Naturalization,
U. S. Department of Labor,
Washington, D. C.

Sir: I came to this country after June 29, 1906. Please obtain a certificate showing my arrival in the United States and forward it to the Clerk of the

(Give on these two lines title of court, and city or town, and county and

State where court is located in which the petition will be filed.)

for filing as the law requires, with the petition for naturalization which I intend to file in that court.

In the accompanying statement I have given the date I landed and the place of my arrival and shown the facts which will go in my petition for naturalization when it is filed.

Respectfully,

.....
(Sign name in full.)

.....
(Give address here.)

NOTE TO THE APPLICANT FOR NATURALIZATION: Please send your declaration of intention to the Bureau of Naturalization, with this application. It will be filed with the clerk of the court for you at the time the certificate of your arrival is sent to him.

7

SECOND PAPER—PETITION FOR NATURALIZATION.

What the Second Paper Is.

The second paper is called "The Petition for Naturalization" because it means that the applicant is asking the court to make him a citizen.

Every alien must have resided in the United States at least five years, and the last year in the State in which he files his petition.

The first paper must have been taken out at least two years prior to the filing of the second paper.

The applicant must appear before a naturalization clerk with two witnesses, who are citizens of the United States.

If the witnesses are naturalized citizens, they should bring their "Certificate of Naturalization."

The witnesses must state: (a) when and where they first met the applicant, (b) they must testify by oath, that they have known the applicant for five years, (c) that he is of good moral character and in every respect qualified to become a citizen of the United States.

The cost of the second paper is FOUR DOLLARS.

PRELIMINARY HEARING OR FIRST EXAMINATION.

Within ninety days after the filing of the petition, the applicant will be called to appear before the Examiner of the Federal Government, with his two witnesses.

He must prove to the satisfaction of the Examiner, that he is acquainted with the "Constitution of the United States," and that he will be capable to exercise the duties of a citizen, if admitted.

FINAL HEARING OR EXAMINATION IN COURT.

The final hearing is the last step.

The applicant will be called upon to appear in open court with his two witnesses. If he is accepted he takes the "Solemn Oath of Allegiance" to the United States and he will be given the

FINAL PAPER—CERTIFICATE OF NATURALIZATION,

which will make him, his wife and his children under 21 years of age citizens of the United States.

Then he will be able to vote and to exercise all the rights and privileges which are given to those born in this country.

SAMPLE OF THE OFFICIAL APPLICATION FOR SECOND
PAPER.

Form 2214.
For Use of Aliens Who Arrived Before June 29, 1906.
FACTS FOR PETITION FOR NATURALIZATION.

Department of Commerce and Labor.
Naturalization Service.
Washington.

NOTE TO CLERK OF COURT.—On and after June 29, 1911, clerks of courts should refuse to execute petitions for aliens who have arrived in the United States after June 29, 1906, until the certificate of arrival is furnished the clerk after request of the alien on Form 2226.

NOTE.—A copy of this form (Form 2214) should be furnished by the clerk of the court to each applicant for a petition for naturalization who arrived in this country on or before June 29, 1906, so that he can at his leisure fill in the answers to the questions. After being filled out the form is to be returned to the clerk, to be used by him in properly filling out the petition. Witnesses must be citizens of the United States. If any witness is a naturalized citizen he must bring his certificate of citizenship to the court when the petition is filed.

TO THE APPLICANT.—The fee of four dollars must be paid to the clerk of the court before he commences to fill out the petition for naturalization. No fee is chargeable for this blank.

(Give here name used in Declaration of Intention and do not abbreviate any part of name by initial or otherwise.)

1. My place of residence is: (Number and name of street.) (City or Town.)

(State, Territory, or District.)

2. My occupation is:

3. I was born on the.....day of....., 18..... at
(City or town.) (Country.)

last foreign residence was.....
(City or town.) (Country.)

4. I emigrated to the United States from.....
(Port of embarkation.)

....., on or about the.....day of
(Country.)

....., 1....., and arrived at the port of
(Port of arrival.) (State.)

.....day of....., 1.....
on the vessel.....
(If the alien arrived otherwise than by vessel, the char-

acter of conveyance or name of transportation company should be given.)

5. I declared my intention to become a citizen of the United States on the
.....day of....., 1..... at
....., in the.....
(Location of court.)

Court of.....

6. I am.....married. My name
husband's wife's was is
.....

(CONTINUED)

(Petitioner, if a widower, should give the name of his wife when living, and state place of her birth; if not married, he should enter "not" in first sentence. In both cases surplus words should be struck through.)

He

She

was born in....., ... and
(City or town.) (Country.)

is now deceased.
now resides at

..... (City or town.) (Country.)

I have.....child....., whose name...date...and place...of birth, and place...of residence are as follows:

....., born.....day of....., 1...., at.....; resides at.....

....., born.....day of....., 1...., at.....; resides at.....

7. I am not a disbeliever in or opposed to organized government or a member of or affiliated with any organization or body of persons teaching disbelief in organized government. I am not a polygamist nor a believer in the practice of polygamy. I am attached to the principles of the Constitution of the United States, and it is my intention to become a citizen of the United States and to renounce absolutely and forever all allegiance and fidelity to any foreign prince, potentate, state, or sovereignty, and particularly to..... (Fifth and country)

of whom at this time I am a citizen,
subject, and it is my intention to reside
permanently in the United States.

8. I am.....able to speak the English language.

9. I have resided continuously in the United States since the.....
 day of....., 1....., and in the State
 Territory
 District

.....since the.....day of....., 1.....

10. I have.....heretofore made petition for United States citizenship.
If petitioner has heretofore made application for citizenship, the facts
required should be fully stated in the following blanks:

I petitioned for citizenship to the.....Court at

....., on the.....
 (City or town.) (State, Territory, or District.)
 day of....., 1....., which was denied for the following reasons:

day of....., 1....., which was denied for the following reasons:

The cause of such denial has since been cured or removed.

Give names, occupations, and residence addresses of two witnesses, citizens of the United States, who have known you for at least five years, last past, as a resident of the State in which petition is made, who will make affidavit that you are a person of good moral character, that you are qualified in every way to be admitted a citizen of the United States, and who will be present at hearing. If you have been a resident of the State wherein you apply for citizenship for over one year, and elsewhere in the United States sufficiently long to complete a continuous residence therein of five years, you may establish your entire residence within the State by two witnesses, citizens of the United States, and your residence elsewhere in the United States by depositions of two witnesses, as provided in Section 10 of the Naturalization Act of June 29, 1906. The witnesses named by you to establish your residence within the State must appear with you on the day you petition to the clerk of court and be sworn as witnesses at that time.

(Name.)	(Occupation.)	(Residence Address.)
---------	---------------	----------------------

..... (Name.) (Occupation.) (Residence Address.)

I herewith present my Declaration of Intention to become a Citizen of the United States.

FACTS ABOUT NATURALIZATION.

Oath of Allegiance.

The "Oath of Allegiance" is a sworn statement made in open court that the applicant will be loyal to the "Constitution of the United States."

This oath is as follows:

"I hereby declare on oath, that I absolutely and entirely renounce and abjure all allegiance and fidelity to any foreign prince, potentate, state or sovereignty and particularly to (name of sovereign of country) of whom I have heretofore been a subject; that I will support and defend the Constitution and Laws of the United States of America against all enemies, foreign and domestic, and that I will bear true faith and allegiance to the same."

Facts About Witnesses.

If the original witnesses cannot appear at the examinations on account of death, sickness or absence out of the jurisdiction of the court, new witnesses may be secured. Substitute witnesses cannot be used, if original witnesses are only temporarily absent.

If an alien has not lived a sufficient time in the State, in which he files his petition, to secure witnesses of that State who have known him for five years, he may appear with two witnesses who have known him since he entered the State, but must secure, through the clerk, "Depositions" (written statements) from other two witnesses, living in other States, who have known him in those States. The statements of all the witnesses together must prove a continuous residence of five years in the United States.

Women, citizens of United States, may act as witnesses.

General Facts About Naturalization.

If an alien, who has taken out his first paper, dies before he becomes naturalized, his widow and his children under 21 years of age may use the first paper to obtain the second and final papers, so that they may become citizens under the same proceedings as if he had lived.

If an alien woman marries a citizen of the United States, she also becomes a citizen.

If a woman, who is a citizen of the United States, marries an alien she loses her rights of citizenship.

Children born in the United States are citizens according to the Constitution of the United States, although their parents may at the time be aliens.

An unmarried woman may become a citizen of United States through the same procedure as an alien male is required to follow.

FACTS ABOUT NATURALIZATION.

(Continued)

Naturalization of U. S. Soldiers.

Any alien of the age of 21 years or over, who has served in the United States Army as a regular or a volunteer and has been honorably discharged, shall be admitted to citizenship without taking out his first paper. He must prove by two witnesses that he has been more than one year in the United States prior to the time of his application for citizenship paper.

Naturalization of Seamen.

Every alien seaman, who has declared his intention to become a citizen of the United States and has served continuously three years on board of a merchant vessel sailing under the American flag, may make application for citizenship without proving five years' residence in the United States. He must produce his first paper, his "Certificate of Arrival," Certificate of Discharge (if arrived since June, 1906) and the testimony of two witnesses to be of good moral character.

Change of Name.

An alien has the privilege of changing his name, if he can give the court a good reason for so doing. The clerk of the court should be notified to that effect before the final hearing.

Lost Papers.

If an alien loses either his first or final citizenship paper, he can get another by making an application for the same to the clerk of the court which issued the lost paper.

Passports.

Every naturalized citizen should be provided with a "Passport" while traveling abroad. Application blank can be obtained by making request for the same to the Naturalization clerks or the Secretary of State at Washington, D. C. The application blank is to be filled out and accompanied by the "Certificate of Naturalization" of the applicant and also by the signature of a witness.

A Great Opportunity.

Application for Citizenship Papers are generally made during the day. Many men are required to lose a day's pay.

To save you money (and make it convenient for you) special arrangements are made with the Clerks of Naturalization for issuing Naturalization Papers in the evening.

Write the City Immigration Bureau, City Hall (Tel. Main 4600), that you desire Citizenship Papers and you will be informed when and where you can make application for your Papers at night and save a day's pay.

WHERE TO SECURE CITIZENSHIP PAPERS IN CLEVELAND.



U. S. Post Office and Federal Building.



Cuyahoga County Court House.

MAP OF THE UNITED STATES.



Map of United States, with States and Important Cities.

AMERICAN GOVERNMENT.

Government.—Every country must have a government. Without government there are no laws, no order and no protection.

Life, liberty and property in every government must be protected by a regular form of government.

There are two kinds of governments:

MONARCHY is a form of government which is ruled by an emperor or a king. The legislative, executive and judicial powers are often exercised by one person.

REPUBLIC is a form of government where the people rule. The legislative, executive and judicial powers are given to different persons.

“OUR COUNTRY IS A REPUBLIC, OF THE PEOPLE, BY THE PEOPLE AND FOR THE PEOPLE.”

The government of the United States belongs to the people and the people rule by voting. The government is for the benefit and protection of the people.

Our American Government is divided into four divisions:

- (1) NATIONAL,
- (2) STATE,
- (3) COUNTY,
- (4) CITY.

Our NATIONAL GOVERNMENT is the United States, which is composed of 48 STATES joined together into one nation. Each State is divided into COUNTIES. The State of Ohio is composed of 88 counties. We live in Cuyahoga county, which is made up of many towns and villages in addition to the city of Cleveland. Each CITY in turn is divided into wards. Cleveland has 26 wards.

Each division of government is divided into three branches:

- (1) LEGISLATIVE BRANCH—Which makes the laws.
- (2) EXECUTIVE BRANCH—Which enforces the laws.
- (3) JUDICIAL BRANCH—Which interprets the laws.

QUESTIONS ON THE LESSON.

1. What is government?.....
2. Why is government necessary?.....
3. What is a monarchy?.....
4. What is a republic?.....
5. What is the form of our government?.....
6. Into what divisions is our government divided?.....
7. How many states are there in the United States?.....
8. How many counties are there in the state of Ohio?.....
9. What three branches are there to each division?.....
10. What is the legislative branch called?.....
11. What is the executive branch called?.....
12. What is the judicial branch called?.....

OUR NATIONAL GOVERNMENT.



NATIONAL CAPITOL AT WASHINGTON, D. C.

National Capital.—The “City of Washington,” in the District of Columbia is our National Capital. It is in this city that Congress and the Supreme Court meet and the President lives.

Form of Government.—We have a Republican form of government where the sovereignty or power resides in the PEOPLE.

Constitution.—The fundamental law of our country is the “Constitution of the United States.” It sets forth the frame work for our Federal Government. A general knowledge of our “Constitution” is required of every one applying for citizenship. You will find it on page 27. Read it over several times and study it carefully. This “Constitution of the United States” was written by Representatives OF THE PEOPLE and adopted BY THE PEOPLE.

Three Branches.—The “Constitution of the United States” divides our Federal Government into these three branches:

- (1) The LEGISLATIVE branch makes the laws for the United States and is called CONGRESS.
- (2) The EXECUTIVE branch enforces the “Constitution of the United States” and the laws made by Congress. The Chief Executive is the PRESIDENT of the United States.
- (3) The JUDICIAL branch interprets the Constitution and the laws passed by Congress. The SUPREME COURT of the United States, with the other Federal Courts, form this judicial branch.

QUESTIONS ON THE LESSON.

1. In whom is the power of government vested in the United States?.....
.....
2. What is the “Constitution of the United States”?.....
.....
3. Who makes the laws for the United States?.....
4. Who is the Chief Executive of the U. S.?.....
5. What does the Supreme Court of U. S. do?.....
.....

THREE BRANCHES OF OUR NATIONAL GOVERNMENT.

1. LEGISLATIVE.

Congress, which makes the laws of the United States, consists of two houses; the smaller one is the Senate and the larger the House of Representatives. They meet at least once every year at the National Capital.

SENATE is composed of two Senators from each State, who are in some States elected by the State Legislature for six years.

HOUSE OF REPRESENTATIVES is composed of Representatives, elected for two years directly by the people of the districts into which each State is divided; the number of districts in the State depends upon the population.

PRESIDING OFFICERS.—The President of the Senate is the Vice-President of the United States. The presiding officer of the House of Representatives is the Speaker, elected from their own members.

2. EXECUTIVE.

President.—The enforcement of our National laws is entrusted to the President of the United States and his assistants. According to the Constitution, he must be a native born citizen, 35 years of age, and is elected indirectly by the people for four years. Our present President is Woodrow Wilson.

HIS POWERS are: (1) Commander in Chief of the U. S. Army and Navy, (2) makes appointments with the consent of Congress, and (3) has power of veto. (See page 30).

HIS DUTIES are: (1) to enforce the laws, (2) to send messages to Congress about the government, and (3) to represent the government.

PRESIDENT'S CABINET.—There are ten departments in our government, and the heads of these departments form the President's Cabinet. They advise him upon all national affairs. The heads of these ten departments are: The Secretaries of (1) State, (2) the Treasury, (3) War, (4) the Attorney General, (5) the Post Master General, (6) Navy, (7) Interior, (8) Agriculture, (9) Commerce and (10) Labor.

The order given is the order in which they would succeed to the Presidency of the United States.

3. JUDICIAL.

Supreme Court.—The interpreters of the United States Constitution and the laws are the Chief Justice of the Supreme Court and his eight Associate Justices. They are appointed by the President of the United States for life.

QUESTIONS ON THE LESSON.

1. Of what two Houses does Congress consist?.....
2. Who elects the President; and what are his powers and duties?.....
3. What is the Supreme Court?.....
4. How many judges are there?.....
5. Who is next in office to the President?.....
6. Name the members of the President's Cabinet.....

THE PEOPLE

FUNDAMENTAL LAWS

U. S. CONSTITUTION.

STATE CONSTITUTION.

CITY CHARTER.

DIVISIONS OF GOVERNMENT.	I. LEGISLATIVE.	II. EXECUTIVE.	III. JUDICIAL.
NATIONAL. (Capital, Washington, D. C.)	CONGRESS (1) Senate. (2) House of Representatives. (Meets every year in December.)	PRESIDENT	U. S. SUPREME COURT. U. S. CIRCUIT COURT OF APPEALS. U. S. DISTRICT COURTS.
STATE. (State House, Columbus, Ohio.)	STATE LEGISLATURE. (1) Senate. (2) House of Representatives. (Meets every Two Years.)	GOVERNOR.	STATE SUPREME COURT. STATE COURTS.
COUNTY. (County Court House, Cuyahoga.)	COUNTY COMMISSIONERS. (Meets frequently.)	THREE COMMISSIONERS.	COURTS OF COMMON PLEAS.
CITY. (City Hall, Cleveland.)	CITY COUNCIL. (Meets every Monday Evening.)	MAYOR.	MUNICIPAL COURTS.

DIAGRAM OF AMERICAN GOVERNMENT.

OUR STATE, OHIO.



STATE CAPITOL, COLUMBUS, OHIO.

State Constitution.—Our State, “Ohio,” has, like our national government, a Constitution, but it cannot in any way conflict with the “Constitution of the United States.” This “State Constitution” divides the State government into the same three branches which our national government has, namely, (1) Legislative, (2) Executive and (3) Judicial.

I. LEGISLATIVE.

State Legislature.—This law-making body is also made up of two houses, the Senate and the House of Representatives. In Ohio, the members of both houses are elected directly by the people for two years. Ohio has 31 members in its Senate and 126 in the House of Representatives. The number depends upon the population ratio. The State Legislature convenes every two years at the State Capital in the city of Columbus, unless a special session is called by the Governor.

2. EXECUTIVE.

Our Governor is the Chief Executive for enforcing the State laws. He is elected directly by the people of the State every two years. His assistants, who are also elected by the people, are:

Lieutenant Governor—President of the State Senate,
Secretary of State—In charge of State records and seal,
State Auditor—State bookkeeper,
State Treasurer—In charge of State’s money,
Attorney General—State’s lawyer.

The Governor has power of appointment and veto over State affairs.

3. JUDICIAL.

Supreme Court.—The interpreters of the State Constitution and the State laws are the judges of the State courts. The highest court for the “State of Ohio” is the Supreme Court, with six judges elected by the people for six years.

QUESTIONS ON THE LESSON.

1. What is the fundamental law for the State of Ohio?.....
2. When and where does the State Legislature meet?.....
3. Who is the chief executive for the State of Ohio?.....
4. What is the highest court in the State?.....

OUR COUNTY OF CUYAHOGA.



MAP OF CUYAHOGA COUNTY.

County Government.—Each State is divided into a number of parts called counties. There are 88 counties in the State of Ohio. The county seat of our “County of Cuyahoga” is CLEVELAND.

The counties are governed by laws made by the State Legislature.

The business of each county is conducted in its County Court House.

The County Government is divided into the same three branches as the State and National Government:

- (1) LEGISLATIVE, (2) EXECUTIVE, (3) JUDICIAL.

1. LEGISLATIVE.

Commissioners.—The law making power of the county is limited and is vested in three COUNTY COMMISSIONERS, elected by the people for a term of two years. They supervise the enforcement of the State laws and have charge of the county buildings, roads and bridges.

2. EXECUTIVE.

The Sheriff is the chief executive officer for enforcing the laws. He is also elected by the people of the county for two years. His duties are: (1) to preserve peace in the county, (2) to summon witnesses and jurors, (3) to carry out the sentences of the court and (4) to take care of the county jail.

- Other county executive officers are:
AUDITOR—County bookkeeper,
TREASURER—In charge of county’s money,
RECORDER—In charge of records and deeds,
SURVEYOR—Cares for county roads and buildings,
CORONER—Investigates violent deaths, and in charge of county morgue,
PROSECUTING ATTORNEY—County’s lawyer,
COUNTY CLERK—Keeps records of county courts and naturalization.

These officers are all elected by the voters of the county for two years

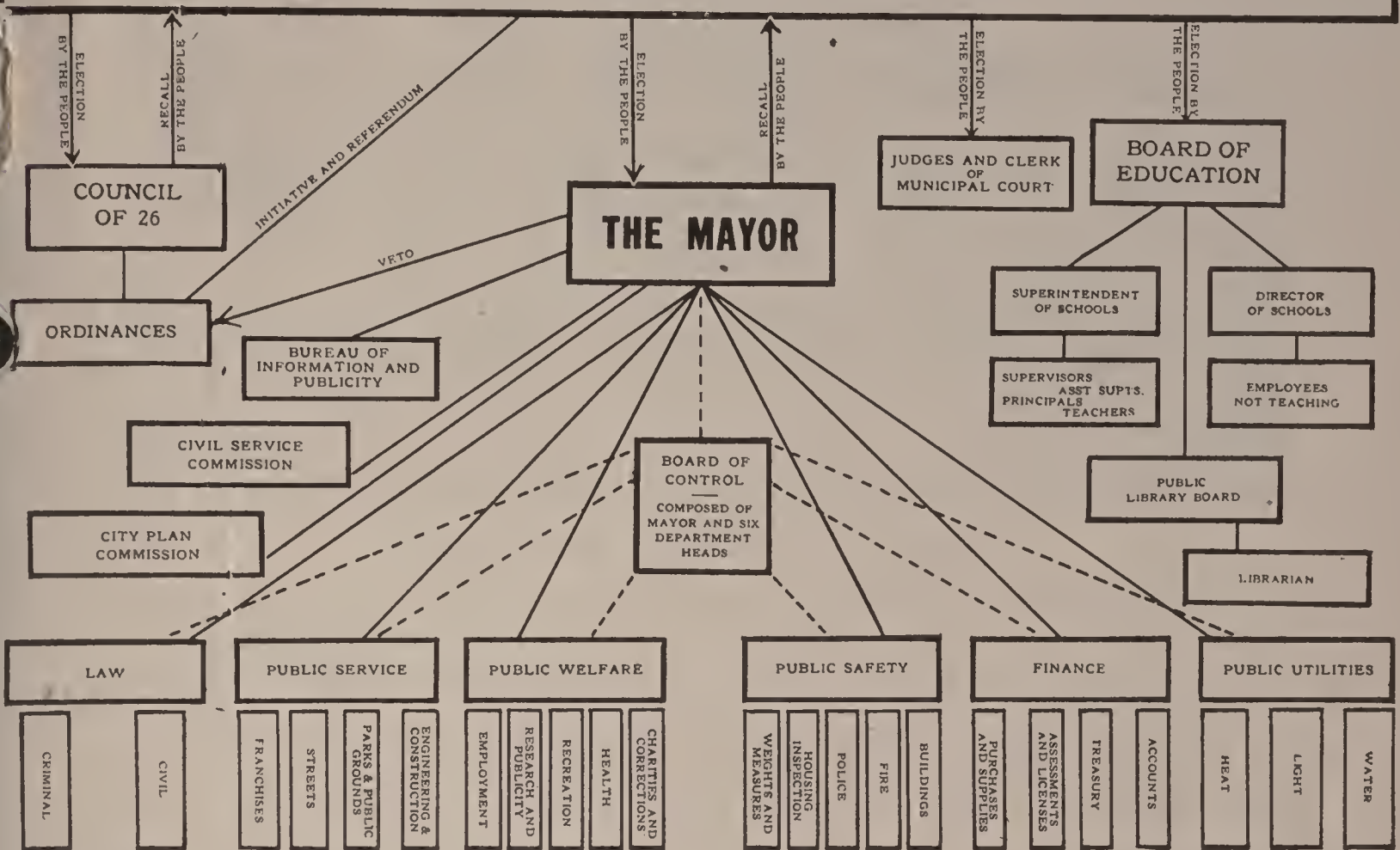
3. JUDICIAL.

- The Law-interpreting Power** is vested in the county courts, which are:
JUSTICES OF THE PEACE—Cases involving less than \$100.00.
PROBATE COURT—Wills and marriages.
JUVENILE COURT—Children.
COMMON PLEAS COURT—Civil and criminal cases,
CIRCUIT COURT—Higher court.

QUESTIONS ON THE LESSON.

1. What city is the county seat of our “County of Cuyahoga”?
2. Who form the legislative branch of our county government?
3. What are the duties of the Sheriff?

THE PEOPLE



Arranged by J. E. CUTLER

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(With the courtesy of the Associated Charities of Cleveland.)

DIAGRAM OF THE CITY GOVERNMENT OF CLEVELAND.

City Charter.—It gives the City of Cleveland its framework of government. It was drafted in 1913 according to the provisions in the State Constitution, by the Charter Commissioners, who were elected by the people of Cleveland.

1. LEGISLATIVE.

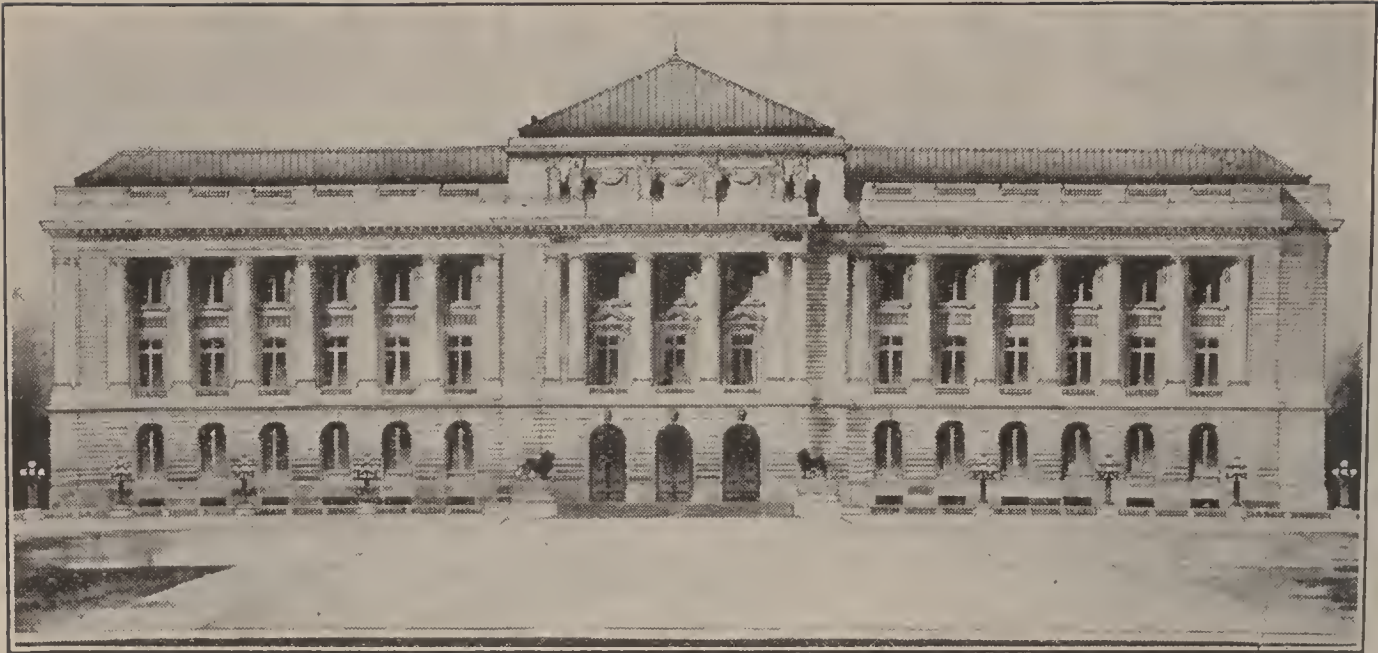
The City Council makes the laws for Cleveland. These laws are called ordinances. The Council meets every Monday evening in the Council Chamber at the City Hall to consider the affairs of the City Government. There are 26 councilmen because Cleveland is divided into 26 wards. There is one councilman elected from each ward for two years. Visit the Council some Monday evening at the City Hall and see how it conducts the business of the people.

2. EXECUTIVE.

The Mayor, who is elected by the people for two years, is the Chief Executive of the city. He has broad administrative powers over the Six Departments of our City Government and appoints the Directors of these Six Departments. The functions of these Six Directors are as follows:

- (1) **PUBLIC SERVICE**—Cares for our streets, parks and public works.
- (2) **PUBLIC WELFARE**—The welfare of the people is provided for by maintaining (a) Health Division, (b) Charity and Correctional Institutions, (c) Playgrounds and (d) Employment and Immigration work.
- (3) **PUBLIC SAFETY**—The safety of the people is cared for by (a) Police and Fire Stations, (b) Building Inspection and (c) Correct weights and measures.

OUR CITY OF CLEVELAND.
(Continued.)



CLEVELAND'S NEW CITY HALL.

- (4) FINANCE—(a) bookkeeper and treasurer of city funds, (b) collects assessments and licenses and (c) buys supplies for city departments.
- (5) PUBLIC UTILITIES—Furnishes city with water, light and heat.
- (6) LAW—Takes care of the legal business of the city.

The six directors of these departments form the BOARD OF CONTROL, which meets frequently to confer with the Mayor in regard to municipal affairs.

3. JUDICIAL.

The Municipal Courts, who interpret the city ordinances, are composed of two branches: CIVIL and CRIMINAL.

The work of the CIVIL BRANCH consists mostly of small law suits.

The CRIMINAL BRANCH interprets the law where an arrest has been made for violation of a city ordinance.

Special.

Civil Service is the method outlined by the City Charter for filling all city positions except those few elected by the people or appointed by the Mayor. Through Civil Service, every applicant for a city position must take an examination to show his fitness.

FACTS ABOUT CLEVELAND.

The population of Cleveland is 560,663 (Census of 1910).

Cleveland is the SIXTH largest city in the United States.

One-third of its population is composed of Immigrants who came from other lands.

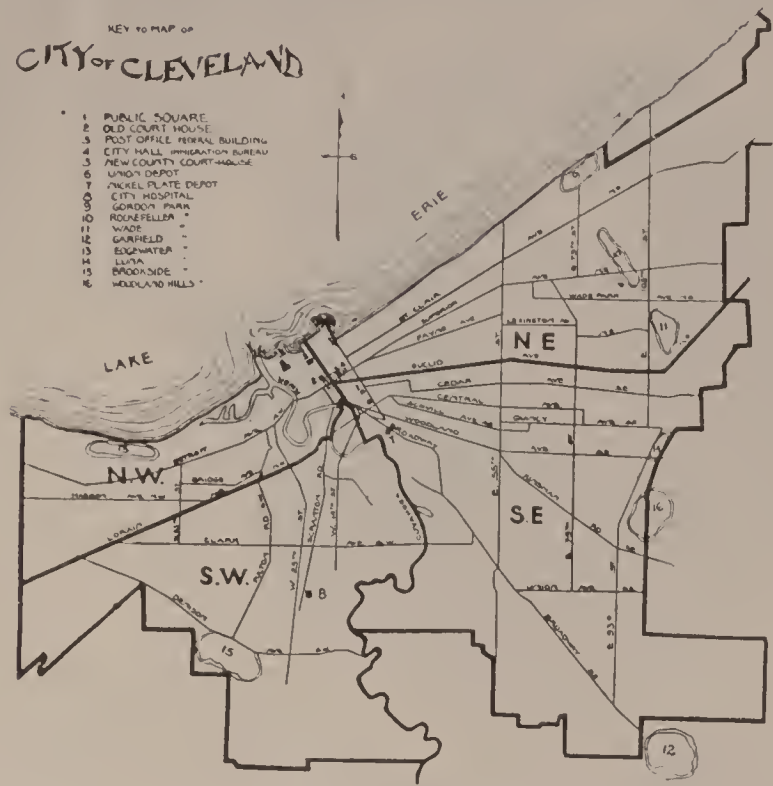
Cleveland is known the world over as a large shipping and manufacturing center. Its system of parks is the finest in the United States.

Cleveland because of its public spirited citizens is often called the "CITY OF GOOD WILL."

QUESTIONS ON THE LESSON.

- 1. What is the "City Charter"?.....
- 2. Who makes the laws for the "City of Cleveland"?.....
- 3. Why are there 26 councilmen?.....
- 4. Who is the chief executive of the "City of Cleveland"?.....
- 5. Give the names of the six Directors of the six Departments of the city government?

CLEVELAND'S STREET NUMBERING SYSTEM.



MAP OF CLEVELAND.

Study this map of your city.

The Cuyahoga River and Ontario Street divide the city into two parts: East Side and West Side.

THE EAST SIDE is divided into NORTH EAST (N. E.) and SOUTH EAST (S. E.) by Euclid Avenue.

THE WEST SIDE is divided into NORTH WEST (N. W.) and SOUTH WEST (S. W.) by Lorain Avenue.

AVENUES extend east and west and are named. Example: Superior Avenue (Ave.).

STREETS extend north and south and are numbered. Example: East 55th Street (St.).

HOUSE NUMBERS ON STREETS commence at the Lake and run South.

HOUSE NUMBERS ON AVENUES on the East Side commence at Public Square and run East. Those on the West Side commence at Public Square and run West.

EVEN NUMBERS are on the right hand side,

ODD NUMBERS are on the left hand side, going in the direction of increase in numbers.

QUESTIONS ON THE LESSON.

1. What river divides Cleveland into two parts?.....
2. What are the four divisions of Cleveland?.....
3. In what direction do Avenues extend and in what direction do Streets extend?
4. Where is the "City Hall"?.....
5. Where is the "County Court House"?.....
6. Locate the Post Office.....

THE AMERICAN FLAG.

Pledge of Allegiance.

“I pledge allegiance to my Flag, and to the
Republic for which it stands;
One Nation indivisible,
With Liberty and Justice for all.”



FACTS ABOUT OUR FLAG.

OUR FLAG. The flag of one’s country is its dearest possession. Our flag is the emblem of liberty—the emblem of hope—the emblem of peace and good will towards men.

DESCRIPTION OF THE AMERICAN FLAG. The American flag is red, white and blue. There are thirteen stripes which represent the first “Thirteen States of America.” Seven stripes are red, and six are white. The corner of the flag is blue with white stars. There are forty-eight stars in the blue field. Each star stands for a State. United States means states joined together into one Nation.

HISTORY OF THE AMERICAN FLAG. After the Revolutionary war broke out against England because of oppression of the American colonists, it was necessary for them to have a flag to represent their cause. In 1776, a special committee of three was appointed by Congress to design a National Flag. This committee called upon Betsey Rose, a woman noted for her fine needlework to make a flag from a drawing. Many people today visit her home in Philadelphia where the first American flag was made.

On June 14, 1777, Congress adopted this flag as official, and we therefore observe every June 14th as Flag Day.

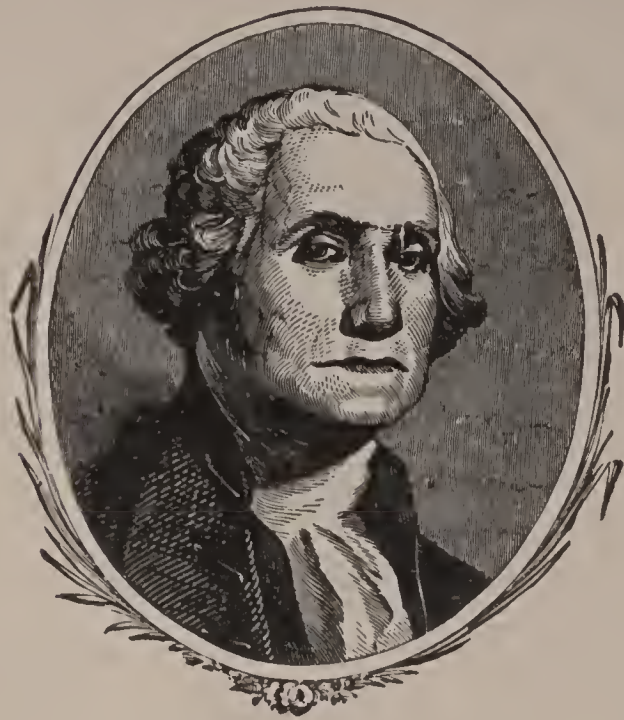
ALL AMERICANS LOVE AND RESPECT THEIR FLAG.

“AMERICA”

- | | |
|---|---|
| 1. My country, 'tis of thee,
Sweet land of liberty,
Of thee I sing.
Land where my fathers died,
Land of the pilgrim's pride,
From ev'ry mountain side
Let freedom ring. | 2. My native country, thee,
Land of the noble, free,
Thy name I love;
I love thy rocks and rills,
Thy woods and templed hills;
My heart with rapture thrills
Like that above. |
|---|---|

Questions on the Lesson.

- 1. What does the American flag represent?.....
- 2. Describe our flag
- 3. How many stars are there and what do they represent?
- 4. What does United States mean?.....
- 5. Who made the first American flag?
- 6. When is Flag Day?.....



George Washington.

“THE FATHER OF OUR COUNTRY”

THE GREAT DISCOVERY.

This great country of America was discovered in 1492 by Christopher Columbus, an Italian, who believed that the world was round. In an effort to go around the world, he discovered America. His ships were furnished him by the Queen of Spain, and therefore the new country was claimed for Spain. In time, England, France and other countries of Europe sent expeditions to explore and settle this rich and vast land.

THE AMERICAN REVOLUTION.

In a course of a hundred years, England became very powerful and came in possession of a very large part of America, especially the Eastern coast which was known as the “Thirteen English Colonies” (now are thirteen of our Eastern States). England denied these colonies liberty and taxed them without their consent so that they rebelled. On the 4th day of July, 1776, they declared themselves free. The war of the American Revolution followed. Under the leadership of George Washington, the American colonies gained their freedom and established a separate government, called the United States of America. George Washington was then elected President by the people, under a Federal Constitution which the people had adopted.

PERIOD OF GROWTH.

This new country of opportunity grew very rapidly in size, population and strength, until its boundaries became the Atlantic Ocean on the East, the Pacific Ocean on the West, Canada on the North and Mexico on the South.

CIVIL WAR.

In 1861, the people of the United States were divided on the great subject of Slavery. The people of the South owned a large number of colored people as slaves. The people of the North believed that Slavery was unjust. The Civil War followed. Abraham Lincoln was President of the United States, and under his wise direction the nation was kept whole and the slaves set free. George Washington is called the “Father of Our Country,” while Abraham Lincoln is called the “Savior of Our Country.”

A SHORT HISTORY OF THE UNITED STATES.
(Continued)



Abraham Lincoln,
"THE SAVIOR OF OUR COUNTRY."
IMPORTANT FACTS.

There are so many events in the history of the United States that it is impossible to give them all, but the following are important.

1492.	Oct.	12	Columbus discovered America.
1620.	Dec.	21	Pilgrims arrived on the "Mayflower" at Plymouth, Mass.
1775.	April	19	The Revolutionary War began with the battle of Lexington.
1776.	July	4	Declaration of Independence signed.
1783.	Sept.	3	Treaty of Peace with Great Britain.
1789.	April	30	George Washington elected first President.
1807.	Aug.	11	Steamboat invented by Robert Fulton.
1813.	Sept.	10	Perry's victory on Lake Erie, and the end of the War of 1812.
1861.	March	4	Abraham Lincoln became President.
1861.	April	12	Civil War began.
1862.	Sept.	22	Proclamation of Freedom for Slaves.
1865.	April	9	General Lee surrendered his army to General Grant.
1898.	Feb.	15	Spanish-American War began;
1898.	Nov.	28	End of Spanish War and Cuba set free.
1913.	March	1	Woodrow Wilson became President.

The Presidents of the United States.

1. George Washington	1789-1797	15. James Buchanan	1857-1861
2. John Adams	1797-1801	16. Abraham Lincoln	1861-1865
3. Thomas Jefferson	1801-1809	17. Andrew Johnson	1865-1869
4. James Madison	1809-1817	18. Ulysses S. Grant	1869-1877
5. James Monroe	1817-1825	19. Rutherford B. Hayes	1877-1881
6. John Quincy Adams	1825-1829	20. James A. Garfield	1881-
7. Andrew Jackson	1829-1837	21. Chester A. Arthur	1881-1885
8. Martin Van Buren	1837-1841	22. Grover Cleveland	1885-1889
9. William H. Harrison	1841	23. Benjamin Harrison	1889-1893
10. John Tyler	1841-1845	24. Grover Cleveland	1893-1897
11. James Knox Polk	1845-1849	25. William McKinley	1897-1901
12. Zachary Taylor	1849-1850	26. Theodore Roosevelt	1901-1909
13. Millard Fillmore	1850-1853	27. William Howard Taft	1909-1913
14. Franklin Pierce	1853-1857	28. Woodrow Wilson	1913-

CONSTITUTION OF THE UNITED STATES OF AMERICA.

Study This Constitution Carefully. Every Applicant for Citizenship Must Swear That He Understands and Believes in the Constitution of the United States.

NOTE: The Constitution abridged is in italic letters.

HISTORY OF THE CONSTITUTION: The Constitution of the U. S. was made in 1787 by Representatives of the people of the American Colonies after the Revolutionary War with England for Liberty. It was necessary for the United States after becoming a separate government, to have a foundation of government. For this reason, a Constitution was written and adopted by the people.

PREAMBLE.

(WE THE PEOPLE of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this CONSTITUTION for the United States of America.)

Q. What Is the Constitution of the United States?

A. The "Constitution of the United States" is the fundamental law of the United States.

Q. Why was the Constitution written and adopted?

A. In order to form a more perfect union, establish liberty, etc.

Q. Into how many departments is the government of the United States divided?

A. Three Departments: the Legislative, Executive, and Judicial.

ARTICLE I.

CONGRESS.

(Section 1. All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.)

Q. Of what does Congress consist?

A. House of Senate and House of Representatives.

Q. Who makes the laws of the United States?

A. Congress. It is called the Legislative Department.

HOUSE OF REPRESENTATIVES.

(Section 2. The House of Representatives shall be composed of Members chosen every second year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.)

Q. How are the Representatives elected and for what term?

A. By the People for two years.

(No person shall be a Representative who shall not have attained to the Age of twenty-five years, and been seven years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.)

Q. What person may be a Representative?

A. Any person who is 25 years old and has been a citizen of the United States for seven years and who lives in the State from which he is chosen.

(When vacancies happen in the Representation from any State, the Executive Authority thereof shall issue Writs of Election to fill such vacancies.)

Q. When a Representative to Congress dies, how may his office be filled?

A. The Governor of the State appoints successor for the unexpired term.

(The House of Representatives shall choose their Speaker and other officers; and shall have the sole Power of Impeachments.)

Q. Who is the Head of the House of Representatives?

A. The Speaker, elected by the Representatives from their own number.

Q. Who Is the present Speaker of the House of Representatives?

A.

SENATE.

(Section 3. The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof, for six years; and each Senator shall have one vote.)

Q. How many Senators are there from each State; how elected; and for what term?

A. Two from each State; elected by State Legislature; for six years.

(No person shall be a Senator who shall not have attained to the Age of thirty years, and been nine Years a citizen of the United States, and who shall not, when elected, be an Inhabitant of that State for which he shall be chosen.)

(The Vice-President of the United States shall be President of the Senate, but shall have no vote, unless they be equally divided.)

Q. Who is the Head of the Senate?

A. The Vice-President of the United States.

(The Senate shall choose their Officers, and also a President pro tempore, in the absence of the Vice President, or when he shall exercise the Office of the President of the United States.)

(The Senate shall have the sole Power to try all Impeachments. When sitting for that purpose, they shall be on Oath or Affirmation. When the President of the United States is tried, the Chief Justice shall preside: And no person shall be convicted without the Concurrence of two-thirds of the Members present.)

(Judgment in Cases of Impeachment shall not extend further than to removal from Office, and disqualification to hold and enjoy any Office of honor, Trust or Profit under the United States; but the party convicted shall nevertheless be liable and subject to Indictment, Trial, Judgment and Punishment, according to Law.)

Q. What is Impeachment?

A. Removing a public official from Office for bad conduct.

THE LAWS GOVERNING CONGRESS.

(Section 4. The Times, Places, and Manner of holding Elections for Senators and Representatives, shall be prescribed in each State by the Legislature thereof; but the Congress may at any time by Law make or alter such Regulations, except as to the Places of Choosing Senators.)

(The Congress shall assemble at least once in every Year, and such meeting shall be on the first Monday in December, unless they shall by Law appoint a different Day.)

Q. When and where does Congress meet?

A. The first Monday in December every year at Washington.

(Section 5. Each House shall be the Judge of the Elections, Returns and Qualifications of its own Members, and a Majority of each shall constitute a Quorum to do Business; but a smaller Number may adjourn from day to day and may be authorized to compel the Attendance of absent Members, in such Manner, and under such Penalties as each House may provide.)

(Each House may determine the Rules of its Proceedings, punish its Members for disorderly Behavior, and with the Concurrence of two-thirds, expel a Member.)

Q. Who determines the Rules for Congress?

A. Each House determines its own Rules of Proceeding.

(Each House shall keep a Journal of its Proceedings and from time to time publish the same, excepting such Parts as may in their Judgment require Secrecy; and the Yeas and Nays of the Members of either House on any question shall, at the Desire of one-fifth of those Present, be entered on the Journal.)

(Neither House, during the Session of Congress, shall, without the consent of the other, adjourn for more than three days, nor to any other Place than that in which the two Houses shall be sitting.)

Q. Is a record kept of what Congress does?

A. Yes. Each House keeps a Journal of its Proceedings.

(Section 6. The Senators and Representatives shall receive a Compensation for their Services, to be ascertained by Law, and paid out of the Treasury of the United States. They shall in all Cases, except Treason, Felony and Breach of Peace, be privileged from Arrest during their Attendance at the Session of their respective Houses, and in going to and returning from the same; and for any Speech or Debate in either House, they shall not be questioned in any other Place.)

Q. How are the Senators and Representatives Paid?

A. From the Treasury of the United States.

(No Senator or Representative shall, during the Time for which he was elected, be appointed to any civil Office under the authority of the United States, which shall have been created, or the Emoluments whereof shall have been increased during such time: and no person holding any Office under the United States shall be a Member of either House during his Continuance in Office.)

Q. Can a man hold public office and also be a member of Congress?

A. No.

HOW OUR LAWS ARE MADE.

(Section 7. All Bills for raising Revenue shall originate in the House of Representatives; but the Senate may propose or concur with Amendments as on other Bills.)

Q. How is money raised for the government in the United States?

A. Money is raised by Revenue authorized by Law, which originates in the House of Representatives but is passed by both branches of Congress.

(Every Bill which shall have passed the House of Representatives and the Senate, shall, before it becomes a Law, be presented to the President of the United States; if he approve he shall sign it, but if not he shall return it with his Objections to that House in which it shall have originated, who shall enter the Objections at large on their Journal, and proceed to reconsider it. If after such Reconsideration two-thirds of that House shall agree to pass the bill, it shall be sent, together with the Objections, to the other House, by which it shall likewise be reconsidered, and if approved by two-thirds of that House, it shall become a Law. But in all such Cases the Votes of both Houses shall be determined by Yeas and Nays and the Names of the Persons voting for and against the Bill shall be entered on the Journal of each House respectively. If any Bill shall not be returned to the President within ten Days (Sundays excepted) after it shall have been presented

to him, the Same shall be a Law, in like manner as if he had signed it, unless the Congress by their Adjournment prevent its Return, in which case it shall not be a Law.)

Q. What is the right of veto?

A. When a law or bill is passed by Congress it is presented to the President of the United States, for his signature, before it becomes a law. If he does not favor the law passed by Congress he vetoes or rejects it. The Law is then returned to Congress with his objections. Then if two-thirds of the House of Representatives and Senate favor this law by their vote, it becomes a law in spite of the veto of the President.

POWERS OF CONGRESS.

(Section 8. The Congress shall have Power to lay and collect Taxes, Duties, Imposts and Excises, to pay the Debts and provide for the common Defence and general Welfare of the United States; but all Duties, Imposts and Excises shall be uniform throughout the United States:

To borrow money on the credit of the United States;

To regulate Commerce with foreign Nations, and among the several states, and with the Indian Tribes;

To establish a uniform Rule of Naturalization, and uniform Laws on the subject of Bankruptcies throughout the United States;

To coin money, regulate the Value thereof, and of foreign coin, and fix the Standard of Weights and Measures;

To provide for the Punishment of counterfeiting the Securities and current Coin of the United States;

To establish Post Offices and Post Roads;

To promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries;

To constitute Tribunals inferior to the supreme Court;

To define and punish Piracies and Felonies committed on the high Seas, and Offenses against the Law of Nations;

To declare War, grant Letters of Marque and Reprisal, and make Rules concerning Captures on Land and Water;

To raise and support Armies, but no Appropriation of Money to that Use shall be for a longer Term than two Years;

To provide and maintain a Navy;

To make Rules for the Government and Regulation of the land and naval Forces;

To provide for calling forth the Militia to execute the Laws of the Union, suppress Insurrections and rebel Invasions;

To provide for organizing, arming and disciplining the Militia and for governing such Part of them as may be employed in the Service of the United States; reserving to the States respectively, the Appointment of the Officers, and the Authority of training the Militia according to the discipline prescribed by Congress;

To exercise exclusive Legislation in all Cases whatsoever, over such District (not exceeding ten Miles square) as may, by Cession of particular states, and the acceptance of Congress, become the Seat of the Government of the United States, and to exercise like Authority over all places purchased by the Consent of the Legislature of the State in which the Same shall be, for the Erection of Forts, Magazines, Arsenals, dock-Yards, and other needful Buildings; and

To make all Laws which shall be necessary and proper for carrying into execution the foregoing Powers, and all other Powers vested by this Constitution in the Government of the United States, or in any Department or Officer thereof.)

Q. What are the Powers of Congress?

A. (Read very carefully this Section 8.)

Q. Name six important Powers of Congress?

A. 1. Collect Taxes. 2. Regulate Commerce. 3. Coin Money. 4. Establish Post Offices. 5. Maintain Army and Navy, and, 6. Make all Laws necessary for the enforcement of the Constitution of the United States.

WHAT CONGRESS CANNOT DO.

(Section 9. The Migration or Importation of such persons as any State now existing shall think proper to admit, shall not be prohibited by Congress prior to the Year one thousand eight hundred and eight, but a tax or duty may be imposed on such Importation, not exceeding ten dollars for each Person.

The privilege of the Writ of Habeas Corpus shall not be suspended, unless when in Cases of Rebellion or Invasion the public Safety may require it.

No Bill of Attainder or ex post facto Law shall be passed.

No capitation, or other direct, Tax shall be laid, unless in Proportion to the Census or Enumeration herein before directed to be taken.

No Tax or Duty shall be laid on Articles exported from any State.

No Preference shall be given by any Regulation of Commerce or Revenue to the Ports of one State over those of another; nor shall Vessels bound to, or from one State, be obliged to enter, clear, or pay Duties in another.

No Money shall be drawn from the Treasury, but in Consequence of Appropriations made by Law; and a regular Statement and Account of the Receipts and Expenditures of all public Money shall be published from time to time.

No Title of Nobility shall be granted by the United States: And no Person holding any Office of Profit or Trust under them, shall, without the Consent of the Congress, accept of any present, Emolument, Office, or Title, of any kind whatever, from any King, Prince, or foreign State.)

Q. What Laws is Congress prohibited from Making?

A. (Read Carefully Section 9.)

Q. Name two important things which Congress cannot do?

A. Congress cannot show any preference to any State in regulating Commerce or Revenue; Congress cannot grant any Title of Nobility.

WHAT THE STATES CANNOT DO.

(Section 10. No State shall enter into any Treaty, Alliance, or confederation; grant Letters of Marque and Reprisal; emit Bills of Credit; make any Thing but gold and Silver Coin a Tender in Payment of Debts; pass any Bill of Attainder, ex post facto Law, or Law impairing the Obligation of Contracts or grant any Title of Nobility.)

No State shall, without the Consent of the Congress, lay any Imposts or Duties on Imports or Exports, except what may be absolutely necessary for executing its inspection Laws; and the net Produce of all Duties and Imposts laid by any State on Imports and Exports, shall be for the Use of the Treasury of the United States; and all such Laws shall be subject to the Revision and Controul of the Congress.

No State shall, without the Consent of the Congress, lay any duty of Tonnage keep Troops, or Ships of War in Time of Peace, enter into any Agreement or Compact with another State, or with a foreign Power, or engage in War, unless actually invaded, or in such imminent Danger as will not admit of delay.)

Q. Name four functions which a State cannot exercise.

A. A State cannot: 1. Make Treaties. 2. Coin Money. 3. Levy Duties, and, 4. Maintain an Army or Navy.

ARTICLE II. THE PRESIDENT.

(Section 1. The executive Power shall be vested in a President of the United States of America. He shall hold his Office during the Term of four Years, and together with the Vice-President, chosen for the same Term, be elected, as follows:

Each State shall appoint, in such Manner as the Legislature thereof may direct, a Number of Electors, equal to the whole Number of Senators and Representatives to which the State may be entitled in the Congress; but no Senator or Representative, or Person holding an Office of Trust or Profit under the United States, shall be appointed an Elector.

The Congress may determine the Time of chusing the Electors, and the Day on which they shall give their Votes; which Day shall be the same throughout the United States.

Q. How long is the chief executive of the United States elected?

A. The President is the chief executive of the United States and is elected for Four Years.

Q. Who is the President of the United States?

A. is the President of the United States.

(No person except a natural born Citizen, or a Citizen of the United States at the time of the Adoption of this Constitution, shall be eligible to the Office of President; neither shall any Person be eligible to that Office who shall not have attained the Age of thirty-five Years, and been fourteen Years a Resident within the United States.)

Q. What are the Qualifications for the Presidency of the United States?

A. Native born Citizen, 14 Years Resident in the United States and thirty-five years of age.

(In Case of the Removal of the President from Office, or of his Death, Resignation, or Inability to discharge the Powers and Duties of the said Office, the same shall devolve on the Vice-President, and the Congress may by Law provide for the Case of Removal, Death, Resignation or Inability both of the President and Vice-President, declaring what Officer shall then act as President, and such Officer shall act accordingly, until the Disability be removed, or a President shall be elected.)

Q. Who becomes President of the United States in case of his death?

A. The Vice-President of the United States and then in succession are the various members of the President's Cabinet.

(The President shall, at stated Times, receive for his Services, a Compensation, which shall neither be increased or diminished during the Period for which he shall have been elected, and he shall not receive within that Period any other Emolument from the United States, or any of them.)

Before he enter on the Execution of this Office, he shall take the following Oath or Affirmation: "I do solemnly swear (or affirm) that I will faithfully execute the Offices of President of the United States, and will to the best of my Ability, preserve, protect and defend the Constitution of the United States."

Q. What Oath does the President take?

A. "I do solemnly swear that I will to the best of my Ability, preserve, protect and defend the Constitution of the United States."

THE POWERS OF THE PRESIDENT.

(Section 2. The President shall be Commander in Chief of the Army and Navy of the United States, and of the Militia of the several States, when called into the actual service of the United States; he may require the Opinion in writing, of the Principal Officer in each of the executive Departments, upon any subject relating to the Duties of their respective Offices, and he shall have Power to Grant Reprieves and Pardons for Offenses against the United States, except in Cases of Impeachment.)

He shall have Power, by and with the Advices and consent of the Senate, to make Treaties, provided two-thirds of the Senators present concur; and he shall nominate, and by and with the Advice and Consent of the Senate, shall appoint Ambassadors, other public Ministers and Consuls, Judges of the Supreme Court, and all other Officers of the United

States, whose Appointments are not herein otherwise provided for, and which shall be established by Law: but the Congress may by Law vest the Appointment of such inferior Officers, as they think proper, in the President alone, in the Courts of Law, or in the Heads of Departments.

The President shall have Power to fill up all Vacancies that may happen during the Recess of the Senate, by granting Commissions which shall expire at the End of their next Session.)

Q. Who is the Commander of the Army and Navy?

A. The President.

THE DUTIES OF THE PRESIDENT.

(Section 3. He shall from time to time give to the Congress Information of the State of the Union, and recommend to their Consideration such Measures as he shall judge necessary and expedient; he may, on extraordinary Occasions, convene both Houses, or either of them, and in Case of Disagreement between them, with Respect to the Time of Adjournment, he may adjourn them to such Time as he shall think proper; he shall receive Ambassadors and other Public Ministers; he shall take care that the Laws be faithfully executed, and shall Commission all the Officers of the United States.)

Q. What are the three chief duties of the President?

A. The three chief duties of the President are:

1. To send messages to Congress about the Government.
2. Give receptions to Ambassadors.
3. Enforce the Laws of the United States.

IMPEACHMENT.

(Section 4. The President, Vice-President and all civil Officers of the United States, shall be removed from Office on Impeachment for, and Conviction of, Treason, Bribery, or other high Crimes and Misdemeanors.)

ARTICLE III.

THE SUPREME COURT.

(Section 1. The judicial Power of the United States shall be vested in one Supreme Court, and in such inferior Courts as Congress may from time to time ordain and establish. The Judges both of the supreme and inferior Courts, shall hold their Offices during good Behaviour, and shall, at stated Times, receive for their Services a Compensation which shall not be diminished during their Continuance in Office.)

Q. What is the Supreme Court?

A. The Supreme Court is the highest Court in the United States. Its nine judges are chosen by the President for life.

THE DUTIES OF THE UNITED STATES COURTS.

(Section 2. The judicial Power shall extend to all Cases, in Law and Equity, arising under this Constitution, the Laws of the United States, and Treaties made, or which shall be made, under their Authority;—to all Cases affecting Ambassadors, other public Ministers and Consuls—to all Cases of admiralty and Maritime Jurisdiction;—to Controversies to which the United States shall be a Party;—to Controversies between two or more States;—between a State and Citizens of another State;—between citizens of different States; between Citizens of the same State claiming Lands under Grants of different States, and between a State, or the Citizens thereof, and foreign States, Citizens or Subjects.

The trial of all Crimes, except in Cases of Impeachment, shall be by Jury; and such Trial shall be held in the State where the said Crimes shall have been committed; but when not committed within any State, the Trial shall be held at such Place or Places as the Congress may by Law have directed.

Q. What are the duties of the United States Courts?

A. The duties of the United States Courts are to interpret the Laws of the United States according to the Constitution.

TREASON.

(Section 3. Treason against the United States, shall consist only in levying War against them, or in adhering to their Enemies, giving them Aid and Comfort. No person shall be convicted of Treason unless on the Testimony of two Witnesses to the same overt Act, or on Confession in open Court.

Q. What is Treason?

A. Treason is being unfaithful to the United States by waging war and giving assistance to our enemies.

ARTICLE IV.

STATE RIGHTS.

(Section 1. Full Faith and Credit shall be given in each State to the public Acts, Records, and Judicial Proceedings of every other State. And the Congress may by general Laws prescribe the Manner in which such Acts, Records, and Proceedings shall be proved, and the Effect thereof.)

(Section 2. The Citizens of each State shall be entitled to all Privileges and Immunities of Citizens in the several States.)

(A Person charged in any State with Treason, Felony, or other Crime, who shall flee from Justice, and be found in another State, shall on demand of the Executive Authority from which he fled, be delivered up, to be removed to the State having Jurisdiction of the Crime.)

(No Person held to Service or Labour in one State, under the Laws thereof, escaping into another, shall, in Consequence of any Law or Regulation therein be discharged from such Service or Labour, but shall be delivered up on Claim of the Party to whom such Service or Labour may be due.)

Q. Can a person who committed a crime be arrested in another State?

A. Yes, on demand of the Governor of the State where the Crime was committed.

(Section 3. New States may be admitted by the Congress into this Union; but no new State shall be formed or erected within the Jurisdiction of any other State; nor any State be formed by the Junction of two or more States, or parts of States, without the Consent of the Legislatures of the States concerned as well as of the Congress.)

(The Congress shall have the Power to dispose of and make all needful Rules and Regulations respecting the Territory or other Property belonging to the United States; and nothing in this Constitution shall be so construed as to Prejudice any Claims of the United States, or of any particular State.)

(Section 4. The United States shall guarantee to every State in this Union a Republican Form of Government, and shall protect each of them against Invasion; and on Application of the Legislature, or of the Executive (when the Legislature cannot be convened) against domestic Violence.)

Q. What does the United States guarantee to every State in the Union?

A. A Republican Form of Government.

Q. What is a Republic?

A. A Republic is a Government of the people, for the people and by the people.

ARTICLE V. AMENDMENTS.

(The Congress, whenever two-thirds of both Houses shall deem it necessary shall propose Amendments to this Constitution, or, on the Application of the Legislatures of two-thirds of the several States, shall call a Convention for proposing Amendments, which, in either Case, shall be valid to all intents and Purposes, as part of this Constitution, when ratified by the Legislatures of three-fourths of the several States, or by Conventions in three-fourths thereof, as the one or the other Mode of Ratification may be proposed by the Congress; Provided that no Amendment which may be made prior to the Year One thousand eight hundred and eight shall in any Manner affect the first and fourth Clauses in the Ninth Section of the first Article; and that no State, without its Consent, shall be deprived of its equal Suffrage in the Senate.)

Q. Can the Constitution be Changed?

A. Yes. It can be amended.

Q. How many amendments have been made?

A. Seventeen.

Q. Who signed this Constitution?

A. George Washington and Representatives of the People.

Q. Who adopted this Constitution?

A. The People.

IMPORTANT AMENDMENTS TO THE CONSTITUTION OF THE UNITED STATES. (Abridged.)

(ARTICLE I.)

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Q. Has Congress the power to pass laws regarding Religion?

A. No. Congress has no power to establish a State Church.

Q. Has a citizen of the United States the right to speak publicly or print the truth about the Government?

A. Yes. We in America have the freedom of speech and the press.

(ARTICLE XIII.)

Neither slavery nor involuntary servitude, except as punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction.

Q. Is slavery prohibited in the United States?

A. Yes. This amendment was passed as a result of our Civil War to set the colored people of the United States free.

(ARTICLE XIV.)

All persons born or naturalized in the United States, are citizens of the United States and of the State wherein they reside. No state shall deprive any person of life, liberty or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.

Q. Can a citizen be deprived of life, liberty and property?

A. No. A citizen of the United States cannot be deprived of life, liberty and property without due process of law.

(ARTICLE XV.)

The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of race, color, or previous conditions of servitude.

Q. Can all citizens, no matter of what nationality or color, vote in the United States?

A. Yes. For the right to vote cannot be denied because of race, or color.

"AMERICA IS THE LAND OF JUSTICE."
STUDY YOUR LEGAL RIGHTS.



THE LEGAL AID SOCIETY, 548 ENGINEERS BUILDING
FURNISHES LEGAL PROTECTION.

IMPORTANT FACTS ABOUT OUR LAWS

1.—RELATIONS OF HUSBAND AND WIFE.

Duty of husband to support family. The husband must support himself, wife and his minor children. If he cannot do so, the wife must help him as much as she can. It is a crime for a husband to desert or neglect a child under 16 years of age, or a wife who is to become a mother.

Interest in each other's property. Neither husband nor wife can be kept from the home as long as they are living as man and wife and as long as they conduct themselves well. Each holds his or her property separate, subject to a legal or dower interest of the other. Husband or wife may contract with each other or any other person the same as if unmarried.

Can not alter their legal relations or duty to support minor children. Husband and wife cannot by any contract avoid supporting their minor children; nor can they change the marriage contract, except by order of court.

Support of wife after separation. Husband is liable for the support of his wife if he leaves her, or if she leaves with good cause, and if the husband fails to supply his wife with necessities, any other person may do so and recover pay from the husband.

Alimony. If a husband fails to support his family, his wife may secure an order from court compelling him to pay her money for her support and her minor children.

Common law marriage. Where a man and woman live together as husband and wife and hold themselves out to be such, the law considers them married although no legal ceremony has been performed.

II—SUPPORT OF PARENTS.

Any adult child having a parent within the state without means and unable because of age or infirmity to be self-supporting, must provide for such parent necessary shelter, food and clothing, and is criminally liable upon failure to do so.

III—MINORS.

Neglecting, abandoning or torturing children under 16 years. It is a crime punishable by fine and imprisonment to torture, torment, cruelly or unlawfully punish, or negligently deprive a child of necessary food, clothing or shelter.

School laws. Boys between the ages of 8 and 15, and girls between the ages of 8 and 16 must attend school. All children between 15 and 16 years who are not regularly employed shall be required to attend school.

No boy under 16 and no girl under 18 years shall be employed unless such child presents to its employer an age and school certificate. Such certificate must be obtained from the superintendent of schools.

Labor Laws. Minors' wages must be agreed on in advance and it is unlawful to retain wages from minors for breakage or failure to do work properly.

No boy under the age of 15 years or girl under 16 years of age shall be employed in any factory, workshop, business office, mercantile or other establishment either directly or indirectly at any time.

Maximum Hours of Labor. No boy under 16 and no girl under 18 shall be employed in any of the above mentioned places more than 6 days in any one week or more than 48 hours in any one week, nor more than 8 hours in any one day, nor before the hour of seven o'clock in the morning nor after six o'clock in the evening.

Minors physically unfit for work may be barred from employment if unable to secure board of health certificate.

Minors must not be employed in dangerous or immoral surroundings.

Laws affecting morals of minors. Enticing a minor to gamble, or gambling with him is punishable by fine and imprisonment.

Permitting minors under 18 to play pool or billiards is punishable by fine.

Inducing illicit intercourse with a female under 18 years of age is punishable by imprisonment.

Selling or giving cigarettes, cigars, or tobacco to any minor under 16 years of age is punishable by fine or imprisonment.

Selling or giving to any minor under 14 any gun, rifle, revolver, fire-arm, or ammunition, or knowingly permitting a minor to use the same is punishable by fine and imprisonment.

No minor shall enter a saloon or other place where intoxicating liquor is sold or offered for sale unless accompanied by parent or guardian.

Control of minors by court. The Juvenile Court has jurisdiction to enforce proper care and protection of minors. The court also has power to take children from parents if not properly cared for and place them in suitable homes.

IV—ATTACHMENT OF WAGES.

Amount of attachment. Ten per cent of a married man's wages may be taken to satisfy a bill for necessities. A bill for necessities includes claims for rent, groceries, clothing and medical service. If the debtor is served with a notice called a "Statutory notice," and does not obey the same within three days, or give an order on his employer for 10% of his wages, he is liable to wage attachment in Justice Court or Municipal Court of Cleveland, and in such event in addition to having to pay 10% he is liable for court costs in the sum of \$2.50.

A single man has NO property or wages which can be held from collection of a court judgment. The same applies to an unmarried woman with the exception of about \$100 worth of clothing, with a few other unimportant articles.

V—INTOXICATING LIQUORS.

Notice to saloonkeeper. A husband, wife, child, parent, guardian or other interested person liable to be injured by any sale of intoxicating liquors to any person, and desiring to prevent such sale shall give notice either verbally or in writing (this should be before witnesses) to the per-

son or persons so selling or giving, and to the owner or lessor of the premises not to sell to such person any intoxicating liquors from and after 5 days from the date of such notice. If after such notice the saloon-keeper shall continue to furnish liquors to the person he was asked in the notice not to furnish, he shall be liable to any person injured in person or property by such sale.

It is illegal to sell liquor to minors, intoxicated persons or drunkards. A man's wages cannot be attached for a liquor bill.

VI—LANDLORD AND TENANT.

Written Notice. In order to regain possession of his premises the Landlord must, at least 3 days before commencing an action in court to put the tenant out, serve the tenant with a written notice to leave the premises.

Suit in Municipal or Justice Court. If the tenant does not obey this notice the Landlord must then file a complaint in Court. The case cannot be heard till at least 3 days after filing. Thus the tenant has at least 6 days to quit the premises.

Tenant from month to month. If a tenant paying rent by the month having no written or oral lease for a definite period holds over after the month, he cannot stay in for the whole of that month, unless the Landlord by some act, such as acceptance of rent, has consented thereto.

VII—MOTHER'S PENSION.

The law. The Juvenile Court may upon proper application make an allowance for the partial support of women whose husbands are dead or become disabled for work by means of physical or mental infirmity, or whose husbands are prisoners, or whose husbands have deserted, and such desertion has continued for a period of three years, when such women are poor and are the mothers of children not entitled to receive an age or schooling certificate, and such mothers and children have been legal residents in any county of the state for two years.

VIII—WORKINGMEN'S COMPENSATION.

Compensation from the state to injured employees. A state commission has been created by law which collects funds from employers. The Commission holds these funds in trust to be paid to employees who are injured while at work. There are definite fixed rates of compensation for the various classes of injuries. Application for this compensation must be made to the State Commission within three months, (in cases resulting fatally, six months) after the injury through its local representative. In certain cases the workingman may choose whether he will sue the employer or accept the State award. Choice of either bars his right to the other.

IX—CHATTEL AND SALARY LOANS.

State License. No person or company shall engage in business of making chattel or salary loans unless it has first secured a State License.

Legal rate of interest. The law permits a charge of 8% per year upon the principal sum loaned plus a charge not over 10% of the principal sum to cover all expenses of making the loan.

The borrower must be furnished a card bearing name of the borrower, name of person or company making the loan, amount of loan, amount of interest charged, expense exclusive of interest, time for which charge was made, date when loan was made, and date when payable.

Assignment of a workingman's future wages as security for a loan is of no value and cannot be enforced.

An assignment of future wages under an existing contract of employment is good **only** to apply on a debt for necessities and not to exceed 10% of his earnings.

X—CARRYING CONCEALED WEAPONS.

The law. Whoever carries a pistol, bowie-knife, dirk or other dangerous weapon concealed on or about his person shall be fined not more than two hundred dollars, or imprisoned not more than thirty days.

QUESTIONS AND ANSWERS.

STUDY THESE QUESTIONS CAREFULLY.

THEY MAY BE ASKED AT THE EXAMINATIONS.

- Q. What is the form of our Government?
A. We have a Republican form of government.
- Q. Who rules this country?
A. The PEOPLE.
- Q. What is a Republic?
A. A country in which the people elect their own officers.
- Q. What is a Monarchy?
A. A country ruled by a king or emperor.
- Q. How are these kings and emperors elected?
A. They are not elected, but obtain their office through inheritance.
- Q. How many States are there in the United States?
A. Forty-eight.
- Q. What is the name of our State?
A. State of Ohio.
- Q. What is the name of our county?
A. County of Cuyahoga.
- Q. What is the name of our City?
A. City of Cleveland.
- Q. What is the fundamental law of this country?
A. The "Constitution of the United States."
- Q. Who made the Constitution?
A. The PEOPLE through the delegates of the first "Thirteen States."
- Q. What are the three branches of the government of United States?
A. The three branches are:
1. Legislative—which makes the laws. Congress.
2. Executive—which enforces the laws. President.
3. Judicial—which interprets the laws. United States Courts.
- Q. Who makes the laws for the United States?
A. Congress.
- Q. Where does Congress meet?
A. In Washington, D. C., the Capital of the United States.
- Q. What is Congress composed of?
A. Of two Houses: Senate and House of Representatives.
- Q. What is the Senate and what are its members called?
A. The Senate is the upper house of Congress and its members are called Senators.
- Q. What is the House of Representatives and what are its members called?
A. It is the lower house of Congress and its members are called Congressmen.
- Q. How is the Senate composed?
A. Two Senators are elected from each State for six years.
- Q. Who elects the two Senators from Ohio?
A. The State Legislature of Ohio.
- Q. Who are your Senators?
A. (Applicant should secure their names and fill in blank.)
- Q. How is the House of Representatives composed?
A. Each State is divided into districts and each district elects one Representative.
- Q. Who elects the Representatives and for what period?
A. The voters of each district elect its Representative Congressman for a period of two years.
- Q. What congressional district do you live in?
A. (Applicant should find this out and write in.)

- Q. Who is your Congressman?.....
- A. (Applicant should know this and write his name in.)
- Q. Who is the head of the Government of the United States?
- A. The President.
- Q. What other office does the President hold?
- A. He is also Commander-in-Chief of the U. S. army and navy.
- Q. How is the President elected?
- A. By presidential electors, who are elected by the votes of the different States.
- Q. How many electors are there?
- A. As many as there are Senators and Congressmen together.
- Q. For how long is the President elected?
- A. For four years.
- Q. What is the name of our President?
- A. Fill in.....
- Q. If the President dies who will take his place?
- A. The Vice-President of the United States.
- Q. How is the Vice-President elected?
- A. The same way as the President.
- Q. What office does the Vice-President hold in the Senate?
- A. He is the President of the United States Senate.
- Q. What is the highest court in the United States?
- A. The Supreme Court.
- Q. How many judges are there in the United States Supreme Court?
- A. Nine. One Chief Justice and eight Associate Justices.
- Q. Who selects them?
- A. They are appointed by the President for life.
- Q. Who makes the laws for the States?
- A. The State Legislature of each State.
- Q. Who is the chief executive officer of a State?
- A. The Governor.
- Q. Who elects the Governor and for how long?
- A. The voters of most States elect their Governor for two years.
- Q. What is the name of the Governor of our State of Ohio?
- A. (Applicant should know this).....
- Q. Where does he reside?
- A. In Columbus, the capital of Ohio.
- Q. Who makes the laws for the city?
- A. The City Council.
- Q. How is our City Council created?
- A. The City is divided into wards and each ward elects one man to represent it in the Council.
- Q. How many wards are there in Cleveland?
- A. Twenty-six.
- Q. What ward do you live in?.....
- A. (Applicant should find this out and fill in.)
- Q. Who is your councilman?.....
- A. (Applicant should know this.)
- Q. For how long is a councilman elected?
- A. For two years.
- Q. Who is the chief executive of the city?
- A. The Mayor.
- Q. Who elects him?
- A. The voters of the city.
- Q. For how long is he elected?
- A. For two years.
- Q. What is the name of our Mayor?
- A. Fill in his name.....

THE CLEVELAND TRUST COMPANY



The Cleveland Trust Company

Main Office, South East Corner Euclid Avenue and East Ninth Street,

What It Is and How It Can Help You.

The Cleveland Trust Company is a safe Bank that can give you help in almost any matter of money or property.

The Main Office is at Euclid Avenue and Ninth Street—the large stone building with the dome. But there are fourteen Branch Offices in various parts of the city, so that no matter where you live or work, it will be easy for you to find The Cleveland Trust Company.

You can do business with any of our Branches just as well as with the Main Office. Each Branch is a part of the Main Office and has the same officers, same strength, same safety and same management.

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The Cleveland Trust Company can collect money for you from your home Bank and will prepare all the necessary papers at the least expense. Whenever you want to send money away anywhere, go to one of our Branches or to the Main Office, and you will receive prompt attention. You can also purchase steamship tickets for all lines at the Main Office and Branches. Foreign Money exchanged.

There are many other ways in which The Cleveland Trust Company can help you. It makes first Mortgage Loans on desirable Real Estate. If you want to buy or sell property, go to The Cleveland Trust Company. If you have private papers or valuables you can rent a safe deposit box in its massive Armor Plate vault where they will be safe from theft, fire and water for \$5.00 a year.

THE CLEVELAND TRUST COMPANY

YOU are welcome to visit the Main Office or any of the Branches. The officers will be glad to give you any advice or help you may need. The Cleveland Trust Company is a Bank for the people. It has over a hundred thousand depositors and its assets are over \$38,000,000.00.

Where To Find The Branch Offices of The Cleveland Trust Company

5613 Euclid Avenue; Corner East 57th Street,
10409 Euclid Avenue; Corner East 105th Street,
13594 Euclid Avenue; East Cleveland,
4008 St. Clair Avenue; Corner East 40th Street,
742 East 152nd Street; Corner Pepper Avenue,
2202 Woodland Avenue; Corner East 22nd Street,
8436 Broadway; Corner Harvard Avenue,
3760 West 25th Street; Corner Archwood Avenue,
4744 Lorain Avenue; Corner West 48th Street,
11700 Detroit Avenue; Corner West 117th Street,
Bedford, Ohio; Main Street,
Lorain, Ohio; 383 Broadway,
Willoughby, Ohio; 39 Erie Street,
Painesville, Ohio; Corner Main and St. Clair.

The Cleveland Trust Company

F. H. GOFF, President.

South East Corner Euclid Avenue and East Ninth Street.

(The Building with the Dome.)

CITIZENSHIP MANUAL

—For—

CLEVELAND, OHIO



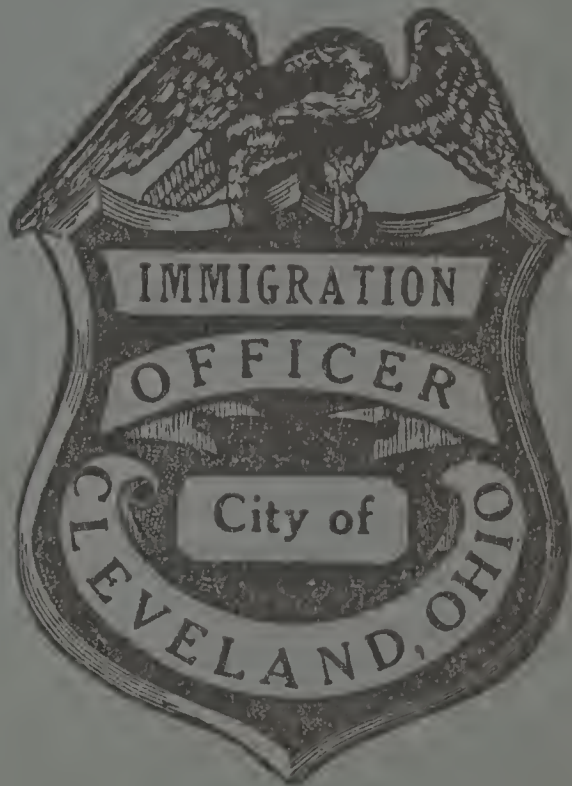
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Immigrant's Guide

Call at the City Immigration Bureau, City Hall and you will receive
FREE OF CHARGE
a copy of the below guide, full of valuable information which you ought
to know.

THE IMMIGRANT'S GUIDE TO CLEVELAND, OHIO, SIXTH CITY.



ALL IMMIGRANTS WHO NEED
ADVICE OR INFORMATION,
GO TO THE
CITY IMMIGRATION BUREAU.
DEPARTMENT OF PUBLIC WELFARE
CITY HALL

MAIN 4600

CENTRAL 1

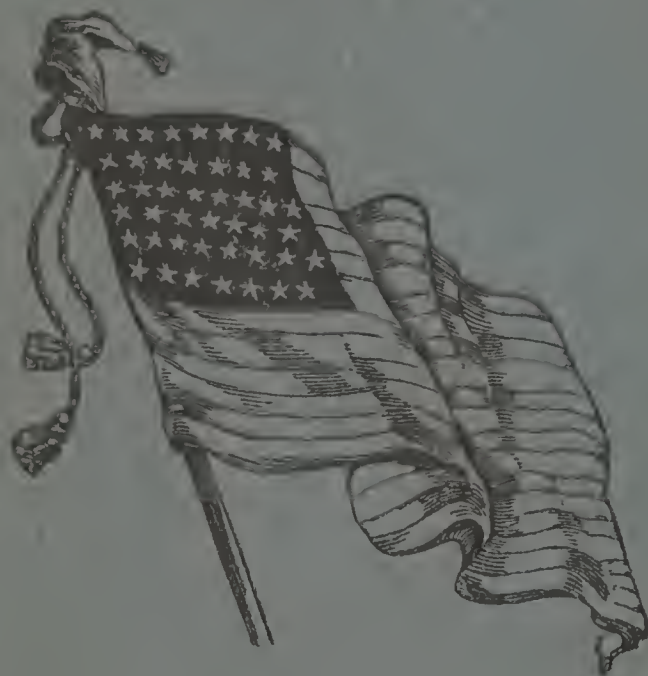
KEEP THIS GUIDE. IT WILL
ALWAYS BE USEFUL TO YOU.

Published in eight foreign languages.

The American Flag

FLAG SALUTE

"This is my flag.
It stands for my country.
I will love my flag,
And be true to my country,
As long as I live."



KEEP THIS
Citizenship Manual.

It Will Always Be Helpful to You.